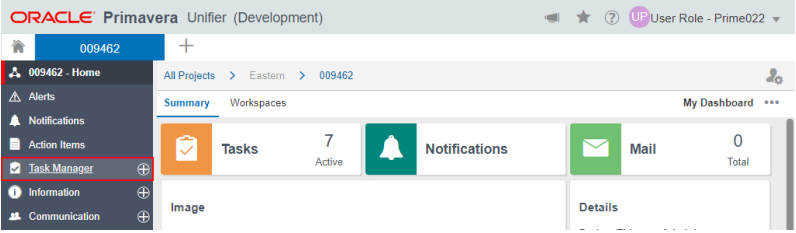
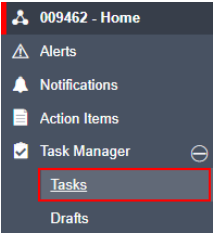
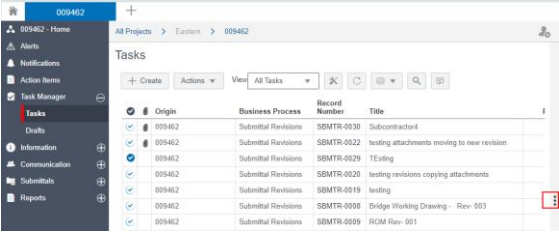
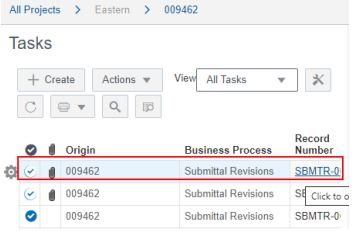

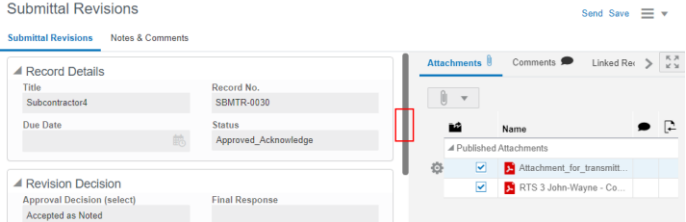
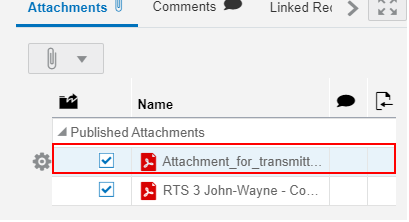
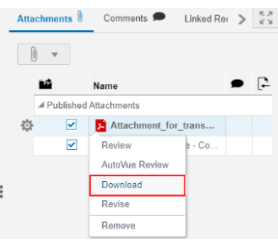
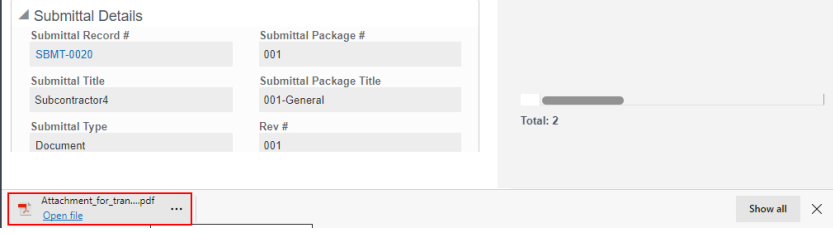
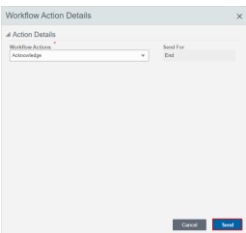


## Submittal-9: Acknowledge Receipt of Final Response (Contractor) NEW

Step	Action
1.	<p>Click <b>Task Manager</b>.</p> 
2.	<p>Click <b>Tasks</b>.</p> 
3.	<p>Click <b>Three dots</b> in center of page to view full Tasks List.</p> 
4.	<p>Click on <b>Submittal</b> in Tasks List.</p> 

Step	Action
5.	<p>Click <b>Accept</b>.</p> 
6.	<p>Click on <b>Gray Bar</b> in center of page, drag downward to review Submittal information.</p> 
7.	<p>Right-click on <b>attached file</b> to download and review.</p> 
8.	<p>Click <b>Download</b>.</p> 
9.	<p>Downloaded file will pop up at bottom of page; Click <b>Downloaded File</b> to open and review.</p> 

Step	Action
10.	<p>After review is completed, click <b>X</b> to close file.</p> 
11.	<p>Click <b>Comments</b> to view comments associated with this Submittal.</p> 
12.	<p>Click <b>Send</b>.</p> 
13.	<p>At this step, Workflow Action defaults to "Acknowledge"; Click <b>Send</b> to Acknowledge receipt of Submittal Final Response.</p> 
14.	<p><b>End of Procedure.</b></p>